

FILE *Training 3*
DD/S 72-2785

14 JUL 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Senior Seminar

The following is an extract from the minutes of the Deputies Meeting of 7 July 1972 and represents the official decision made about the Senior Seminar. You should be guided accordingly.

"5. The Executive Director reviewed his understanding of each Deputies' view on this topic, and each elaborated on same. After a full discussion, it was decided to run the Seminar once a year (January) for 25 to 30 participants who have at least one promotion ahead of them. Participants may be in grades GS-15 and above, and it is understood that, if an individual attends, this does not automatically mitigate against his attendance at other senior schools."

/s/ Robert S. Wattles

Robert S. Wattles
Acting Deputy Director
for Support

EO-DD/S:LDP:es (13 July 72)

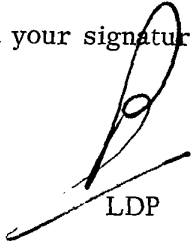
Distribution:

Orig & 1 - Adse

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TRANSMITTAL SLIP		DATE 13 July 1972
TO: Mr. Wattles		
ROOM NO.	BUILDING	
REMARKS: Recommend your signature.  LDP		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

RSW

If you do not
object, I would like
to extract para 5
about the Semer-
Semer and
send to DTR ~~for~~
an official guidance.

R

13 JUL 1972

OK

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	ADDS		
2			
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
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Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/ExecutiveDirector	13 July 72

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DD/S 72-2776

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13 July 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Deputies Meeting on 7 July 1972

1. On 7 July the Executive Director-Comptroller held a meeting with the Deputy Directors. In attendance were:

DDS&T

ADDI

ADDS

ADDP

General Counsel

Inspector General

Director of Personnel

D/PPB and [] (first three topics only)

FY 1973 and FY 1974 Fund and Position Control Figures

2. The Executive Director distributed a memorandum to each Deputy conveying the Director's authorization of fund and staff personnel for FY 73 and 74. He called attention to a new procedure which gives each Deputy authority to adjust positions between his offices, provided notification is made to the Director of Personnel and Director of PPB.

Procedures for Budget Execution

3. The Executive Director distributed a draft paper, "New Procedures for Budget Execution," and asked that comments be provided, after which he will review the topic with the Director. He highlighted the elimination of the 130K rule and said that it will be up to the Deputies to seek the Director's understanding or approval of truly significant projects with major policy overtones irrespective of the dollar amount. He noted his plans to conduct a monthly audit of project expenditures at the office sub-element level.

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SENSITIVE SOURCES
AND METHODS INVOLVED

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OMB Circular A-44

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4. [] of PPB circulated an outline of the Annual Management Report and briefed on the requirements to comply with each Section of the Report. The Executive Director asked that special attention be given to Section I, "Management Reviews," in terms of articulating what each Directorate does to review its own programs; and to Section II, "Priority Improvement Projects," setting goals and devising a system to assess performance. He noted the burden this new reporting requirement may impose, but asked that it be used as a vehicle for self-improvement. The DDS&T pointed to the opportunity to include NSCIC/NRO-related activity in the report.

Senior Seminar

5. The Executive Director reviewed his understanding of each Deputies' view on this topic, and each elaborated on same. After a full discussion, it was decided to run the Seminar once a year (January) for 25 to 30 participants who have at least one promotion ahead of them. Participants may be in grades GS-15 and above, and it is understood that, if an individual attends, this does not automatically mitigate against his attendance at other senior schools.

Civil Service Discontinued Service Retirement and CIA Involuntary Retirement

6. The Executive Director introduced the subject by observing that some employees erroneously view these retirement provisions as a right which may be opted for at their own convenience when, in fact, they are only to be used when the Agency as a whole, or a major element of it, is in a surplus situation. The Director of Personnel highlighted retirement statistics and underlined that we have consumed [] retirees quota approved by Congress through June 1974. A discussion followed, and it was decided that liberalized retirement options will be applied only where a true surplus exists.

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Youth Study

7. The Executive Director observed that problems of communication and motivation are not particular to youth. The ADDS said that the Senior Committee of the Human Resources Study Group has prepared a follow-on report. The Executive Director asked that it be circulated before any decision is made with respect to further action.

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Selection of MAG Representatives

8. The Executive Director noted distribution of MAG's paper on this topic. It was noted that it is a thoughtful appreciation of their function and selection which is offered as guidance in the future selection of Management Advisory Group personnel by each Deputy.

Cable Summary by Cable Secretariat

9. In response to the Executive Director's question, the ADDI said that he finds these reports useful. The ADDP does not.

Absences of Senior Officials

10. The Executive Director said that reports on absences of senior officials need not be made in writing but could be phoned to his office.

Equal Employment Opportunity Goals

11. The Executive Director observed that EEO quotas will not be imposed but urged the Deputies to set goals against which they can gauge their own performance.



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Assistant to the Executive Director

Attachment:
Agenda

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